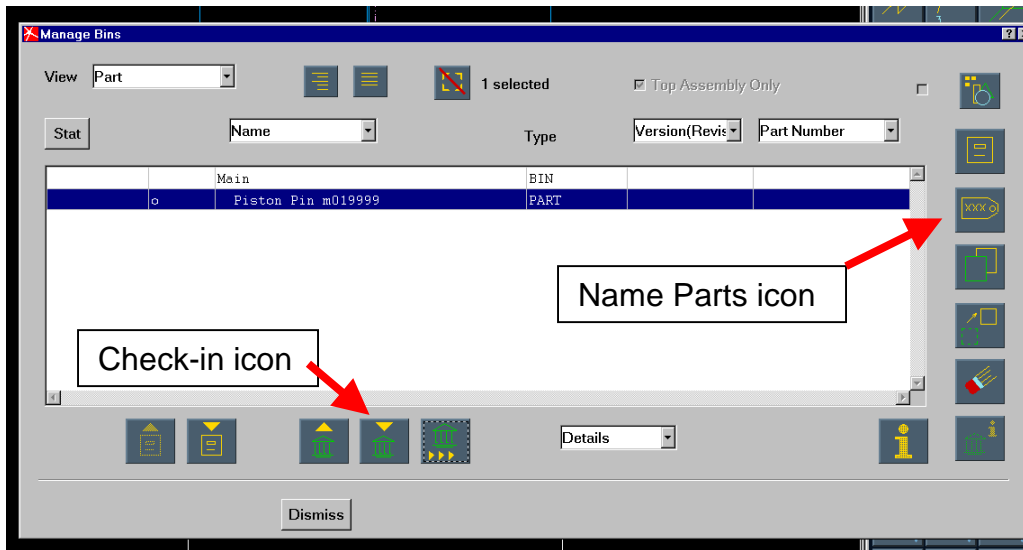
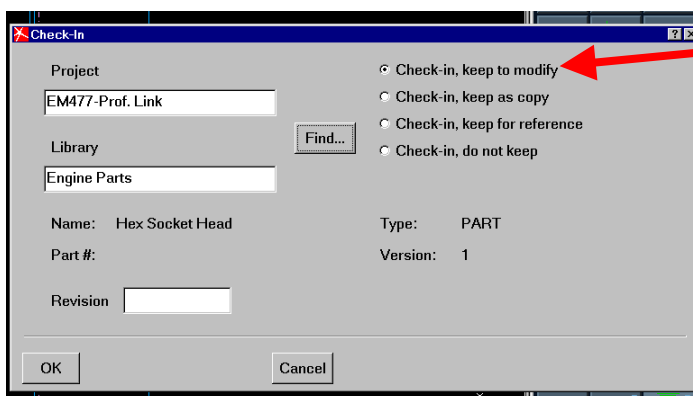


Checking Parts into a library for your Professor to review

1. Pick the **Manage Bins** icon to display the form shown below.
2. Select a part and then pick the **Name Parts** icon and rename the part to include your alpha code in the part name. For example, call your piston pin – *Piston Pin m019999*



3. Then pick the **Check-in** icon and enter the **Project** and **Library** name your professor instructed you to use.
4. Make sure the option, “*Check-in, keep to modify*,” is selected, then press **OK**
5. Repeat the process for each part to be submitted.



Make sure this option is checked